

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div>		<div>広報番号 : Announcement No.</div> CNFJ-N01CP-08-03
		<div>募集締切日: Closing Date</div> 22 Apr 03
		<div>発行日: Date of Issue</div> 8 Apr 03
<div>1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>3</u>)</div> <div>Office Automation Clerk #606</div> <div><div><input checked="" type="checkbox"/> 事務系 Administrative</div><div><input type="checkbox"/> 技能系 Blue Collar Trade</div><div><input type="checkbox"/> 保安系 Security</div><div><input type="checkbox"/> 医療系 Medical</div></div>	<div>募集人数 No. of Recruitment</div> <div>1 名</div>	<div>4.募集範囲 Area of Consideration</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</div> <div><input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</div> <div><input checked="" type="checkbox"/> 外部 Off Base Applicant</div>
<div>2.部隊 Activity</div> <div>Commander, U.S. Naval Forces, Japan, Human Resources Office, Yokosuka, Information/Administrative Services and Training Division, Administrative Services Office (Code N01CP551)</div> <div>勤務場所 Working Place 横須賀市 泊町 Tomari-cho, Yokosuka</div>		<div>5.雇用の種類 Type of Employment</div> <div><input checked="" type="checkbox"/> MLC</div> <div><input type="checkbox"/> IHA</div> <div><input type="checkbox"/> 常用 Permanent</div> <div><input checked="" type="checkbox"/> 限定 Limited Term (<u>4</u> カ月 Months)</div> <div><input type="checkbox"/> HPT</div>
<div>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular</div> <div>勤務日 Work Days Mon - Fri</div> <div>勤務時間・休憩 Work Hours/Recess Period 0800-1645/1200-1245</div> <div><input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel</div>		
<div>6.職務内容 Duties</div> <div>Picks up mail at appropriate location by HRO official vehicle. Distributes outgoing correspondence to central distribution point. Maintains HRO assigned official vehicle, coordinates use and processes requests for other official vehicles. Administers HRO reserved parking program and building security. Conducts quarterly and yearly key inventories and schedules lock maintenance when necessary. Is responsible for accumulation of supply requirements from HRO divisions and subsequent purchase and distribution of those supplies. Maintains stock of standard office supplies and issues it to employees as requested. Maintains computer-based suspense system for Human Resources Office.</div>		
<div>7.資格要件／身体条件 Qualification / Physical Requirements</div> <div>a. One year of specialized experience in the same line of work at the next lower level OR completion of accredited college/university.</div> <div>b. Skill in operating personal computer such as Microsoft Word, Excel and Access.</div> <div>c. Skill in operating an ordinary vehicle.</div> <div>d. Ability to read, write and speak English at fluent proficiency level (LAD-3).</div> <div>*An applicant who does not fully meet the qualification requirements stated above may be hired at a lower grade level.</div> <div>*A handicapped applicant may be accepted, depending on the degree and kind of disability.</div> <div>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</div>		
<div>学歴 Educational Background : N/A</div> <div>免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8</div>		

<div>8.提出するもの Application and Associated Documents</div>		<div>職務状況 Working Condition</div>
<div>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil</div> <div>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil</div> <div>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</div> <div><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of English Proficiency Certificate</div> <div><input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License</div> <div><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</div> <div>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)</div>		
<div>問い合わせ先 for Job Inquiries</div> <div>・ 担当部署／担当者名 Office COMNAVFORJAPAN, HRO Yokosuka Infó/Admin Services and Training Branch Attn: Ms. Watanuki</div> <div>・ 046-821-1911(内線/Extension)243-8178</div>	<div>提出先 Office to Submit</div> <div>〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka</div> <div>米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A)</div> <div>☎046-821-1911 (内線/Extension) 243-8153</div>	<div>事務処理欄 For Official Use</div> <div>PD No.: CNFJ-N01CP-550-008-LT</div> <div>PD is accurate and current. Certified by Activity:</div> <div>HRO at 4/7 so4/7 ey</div>

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
提出された応募書類はお返ししません Submitted applications will not be returned.